Security System

Owner's Manual Supplement

Introduction

This reference supplements the Security System Owner's Manual (71-06633-000) with the Function List features for the D9412/D7412. The instructions for the commands listed in this reference are intended to **replace** those instructions in the Security System Owner's Manual. Please refer to the Owner's Manual for the operation of your new security system and its other basic Function List features.

NOTE: This supplement should be placed inside the Security System Owner's Manual.

Access Level Control **3**

Door Control Command 46 ..... **5**

Cycle Door 5

Unlock Door 6

Secure Door 6

Delete User Command 53 ..... **7**

Add/Change User Command 56 ..... **9**

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ACCESS LEVEL CONTROL

Description

Use this function to manually enable/disable access authority levels assigned to users. This function can be used to temporarily disable a user's access level instead of deleting and adding the user.

❑ **I have this feature.**

❑ **I do not have this feature.**

Using Access Level Control

1. Ensure the display shows idle disarmed text.
2. Press the **MENU** key to enter the Function List, then press **NEXT** repeatedly until you reach the ***CHANGE LEVEL CTL?*** prompt. Press **ENT**.
3. ***ACCESS LEVEL CTL*** is displayed to remind you that you are affecting the authority levels of cards/tokens and not passcodes. Press ENT.
4. ***ENTER LEVEL:*** is displayed. Enter the access authority level number and press **ENT**.
5. If the access level is currently disabled, ***LEVEL # ENABLE?*** is displayed. If the access level is currently enabled, ***LEVEL # DISABLE?*** is displayed. Press **ENT** to accept the choice. ***ENTER LEVEL:*** is displayed again. When you are finished, press **ESC**.

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DOOR CONTROL COMMAND 46

Description

There are three sub-functions within the door control function. They are ***CYCLE DOOR?***, ***UNLOCK DOOR?***, and ***SECURE DOOR?***.

CYCLE DOOR? momentarily unlocks a door to allow a person into an area. ***UNLOCK DOOR?*** unlocks a door to allow free access. ***SECURE DOOR?*** unlocks a door and prohibits access regardless of a user's authority level.

❑ **I have this feature.**

❑ **I do not have this feature.**

Using Door Control?

1. Ensure the display shows idle disarmed text.
2. Press the **COMMAND** bar. The display shows **SYSTEM COMMAND**.
3. Press **4** and **6**.

NOTE: If you prefer, you may use the Function List in place of steps 2 and 3 to initiate this function. Press the **MENU** key to enter the Function List, then press **NEXT** repeatedly until you reach the ***DOOR CTRL?*** prompt. Press ENT.

4. The first sub-function that will appear is ***CYCLE DOOR?*** You can cycle through the three sub-functions by pressing **PREV** and **NEXT**.

CYCLE DOOR?

5. If you wish to momentarily unlock an access door to allow a person into an area, press **ENT** at the ***CYCLE DOOR ?*** prompt.
6. The display will read ***CYCLE 1 2 3 4 5 6 7 8*** if all doors are at a normal state and are available. If a door is not at a normal state, the number of the door would be replaced with a symbol indicated in the chart below:

Symbol	Meaning
--	Door is not active, not in scope, or user does not have access level authority
C	Door is on timed door sequence
U	Strike and shunt are latched active (held open)
X	Strike and shunt are deactivated (secured)
F	There is a problem with the door. Call your security company.

7. Enter the number of the door you wish to cycle then press **ENT**. This door will be cycled and the display will change to reflect the new status of the doors.

   For example, if you wanted to cycle Door 3, at the following prompt:

   CYCLE DOOR 1 2 3 4 5 6 7 8

   press **3**, then **ENT**. The display will read:

   CYCLE DOOR 1 2 C 4 5 6 7 8

   This indicates that all doors are at a normal state, except for Door 3, which is cycled.
8. Press **ESC**, to leave this subfunction, or enter another door number to cycle.

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UNLOCK DOOR?

9. If you wish to unlock a door to allow free access, at the ***CYCLE DOOR?*** prompt, press **NEXT** to enter the ***UNLOCK DOOR?*** subfunction.
10. The display will read ***UNLOCK 1 2 3 4 5 6 7 8*** if all doors are at a normal state and are available. If a door is not at a normal state, the number of the door will be replaced with a symbol indicated in the chart above.
11. Enter the number of the door you wish to unlock then press **ENT**. This door will be unlocked and the display will change to reflect the new status of the doors.

    For example, if you wanted to unlock Door 4, at the following prompt:

    UNLOCK DOOR 1 2 3 4 5 6 7 8

    press **4** then **ENT**. The display will read:

    UNLOCK DOOR 1 2 3 U 5 6 7 8

    This indicates that all doors are at a normal state, except for Door 4, which is unlocked.
12. Press **ESC** to leave this subfunction, or enter another door number to unlock.

SECURE DOOR?

13. If you wish to secure a door to prohibit access to users regardless of their access authority level, at the ***CYCLE DOOR?*** prompt, press **PREV** to enter the ***SECURE DOOR?*** subfunction.
14. The display will read ***SECURE 1 2 3 4 5 6 7 8*** if all doors are at a normal state and are available. If a door is not at a normal state, the number of the door will be replaced with a symbol indicated in the chart above.
15. Enter the number of the door you wish to secure then press **ENT**. This door will be secured and the display will change to reflect the new status of the doors.

    For example, if you wanted to secure Door 5, at the following prompt:

    SECURE DOOR 1 2 3 4 5 6 7 8

    Press **5** then **ENT**. The display will read:

    SECURE DOOR 1 2 3 4 X 6 7 8

    This indicates that all doors are at a normal state, except for Door 5, which is secured.
16. Press **ESC** to leave this subfunction, or enter another door number to unlock.

NOTE: Each of these subfunctions act as a toggle. To return a door to its normal state, follow the same procedure you used to change its state. For example, if Door 3 is secured and you wish to return it to its normal state, at the ***SECURE DOOR?*** prompt, enter **3** and press **ENT**. The door will no longer be secured and the ***X*** will be replaced with the number ***3***.

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DELETE USER? *COMMAND 53*

Description

Use this function to delete a personal passcode from your system without assistance from your security company. You need to know the user number for the passcode you want to delete..

❑ **I have this feature.**

❑ **I do not have this feature.**

Using DEL USER ?

1. Ensure the display shows idle disarmed text.
2. Press the **COMMAND** bar. The display shows ***SYSTEM COMMAND***.
3. Press **5** and **3**.

NOTE: If you prefer, you may use the Function List in place of steps 2 and 3 to initiate this function. Press the **MENU** key to enter the Function List, then press **NEXT** repeatedly until you reach the ***DEL USER?*** prompt. Press **ENT**.

4. The display shows ***DEL USER #***. Key in the user number and press **ENT**. If you do not know the user number, press the NEXT key (go to step 6).
5. ***USER ##*** (or user text, such as the name of the user, if this feature was programmed into your system by your security company) will be displayed allowing for confirmation. Press **ENT**. If this is not the user you wish to delete, press the NEXT or PREV key until the correct user name appears, then press the ENT key.
6. The display will now read ***DELETE USER ##?*** Press **ENT** if you wish to have this user deleted, and USER DELETED will be displayed. If the user number is not in the system, ***NOT IN USE*** will be displayed. If you made an error and do not wish to delete this user, press **ESC**.

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ADD/CHNG USER? *COMMAND 56*

Description

Use this function to add or change a passcode/card without assistance from your security company. Before adding or changing a passcode/card, you will need to know which user numbers are available, the authority level you want to assign to the new user, and the areas in which the passcode/card will be valid.

❑ **I have this feature.**

❑ **I do not have this feature.**

Using Add User ?:

1. Ensure the display shows idle disarmed text.
2. Press the **COMMAND** bar. The display shows ***SYSTEM COMMAND***.
3. Press **5** and **6**.

NOTE: You may also use the Function List in place of steps 2 and 3 to initiate this function. Press the **MENU** key to enter the Function List, then press **NEXT** until you reach the ***ADD/CHNG USER?*** prompt. Press **ENT**.

4. The display shows ***ENTER USER #***. Key in the user number and press **ENT**.
5. The display shows ***USER #*** (or user text, such as the name of the user, if this feature was programmed into your system by your security company) to allow for confirmation. Press **ENT** if the correct user number (or user name) is displayed. Press **ESC** if not.
6. ***ADD PASSCODE?*** is displayed (If the user number already exists, ***CHANGE PASSCODE?*** is displayed). Press **ENT**. ***ENTER NEW CODE*** is displayed. Enter the new passcode followed by ENT. ***ENTER AGAIN*** is displayed. Enter the new passcode a second time for confirmation. Press **ENT**. The display will read ***PASSCODE ADDED*** (or ***PASSCODE CHANGED*** if the user number was already in the system).

NOTE: The system will not accept a passcode that is within two digits of an existing passcode. This is to avoid conflicts with duress passcodes. For example, if passcode 123 is already programmed in the system, the system will not accept 121, 122, 124, or 125 as passcodes.

On Systems With Access Control...

7. If your system includes access control features, such as card readers at doors, etc., the following prompt will be displayed: ***ADD CARD?*** (***CHANGE CARD?*** will be displayed for users who already have cards.)
8. If the user is to have card/token access to the building or area press **ENT**. ***PRESENT CARD*** will be displayed. Present the card at the card reader and wait for the tone. If the card/token is read correctly, a tone will sound and the command center will display ***CARD ADDED*** (or ***CARD CHANGED*** if the user already had a card/token). Press **ENT**.
9. ***ADD LEVEL?*** (***CHANGE LEVEL?*** If the user number already exists) is displayed. Press **ENT**.
10. ***VALID AREA 1?*** is displayed. If you wish this user number to be valid in Area 1, press **ENT**. If not, press **NEXT**.
11. ***AUTH LEVEL*** is displayed. Assign the authority level you wish the user number to have for this area and press the ENT key. Be sure to record this information.
12. ***VALID AREA 2?*** is displayed. Enter the information as necessary for the areas in the scope of the command center by following steps 10 and 11 for each area (up to 8 areas). ***LEVEL ADDED*** (or ***LEVEL CHANGED***) will be displayed when all area assignments have been made. Press **ENT**.

On Systems With Access Control...

13. ***SUB USER ID?*** is displayed. Press **ENT**. ***SUB USER #?*** is displayed. Enter 1, 2, or 3 for the desired Sub-User and press enter.
14. ***PRESENT CARD*** is displayed. Present the card/token at the reader and wait for the tone. After the tone is sounded the display will read ***CARD ADDED*** (or ***CARD CHANGED*** if the Sub User number already existed).

NOTE: At the end of each function, you can press **ESC** to return to the ***ENTER USER #*** prompt. Press **ESC** again to return to idle text.

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